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In Reply Refer To:
1512 (BC-620) P

December 1, 2003

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Instruction Memorandum No. BC-2004-011
Expires: 09/30/2005

To: All National Business Center Bank of America Charge Card Cardholders and Supervisors

From: Director, National Business Center

Subject: Bank of America Purchase/Travel Business Line Charge Card Statement Filing Instructions

DD: December 15, 2003

Program Area: Charge Card Management

Purpose: This Instruction Memorandum (IM) establishes procedures for centrally filing all Bank of America charge card statements.

Policy/Action: All Bank of America purchase/travel business line charge card statements for National Business Center (NBC) employees will be filed in a locked storage cabinet by our Agency/Organization Program Coordinator (A/OPC), Ms. Toni Klasner, BC-620. The statements will be maintained for three years. The following procedures must be followed to ensure that three years of properly documented and approved statements are on file:

1. All NBC purchase/travel business line cardholders must provide all charge card statements for Fiscal Years (FYs) 2001, 2002, and 2003 and the first two months of FY 2004 to our A/OPC by December 15, 2003. To assist supervisors in determining who needs to provide charge card statements, our A/OPC will provide a list of cardholders to NBC Branch and Division Chiefs within two business days after this IM is issued. It is the responsibility of the Branch and Division Chiefs to ensure that all employees furnish statements for FYs 2001, 2002, and 2003 and the first two month of FY 2004 to our A/OPC by December 15, 2003.

Employees who are unable to provide the previous three FY's charge card statements should contact their supervisor for further direction.

2. Cardholders must send subsequent monthly charge card statements to our A/OPC no later than the 15th of the month following the statement date (i.e., cardholders should receive their December 2003 statement on approximately December 24 and our A/OPC should have the documented and approved statement by January 15, 2004). Cardholders should detach the payment stub from the statement before sending or hand delivering the statement to our A/OPC. All statements must be properly documented and approved.

Supervisors must ensure that all of their employees who are cardholders deliver monthly documented and approved statements to our A/OPC by the required time.

3. Beginning with the December 19, 2003, statement, the following statement documentation procedures must be followed:

- Each line item on the statement must contain a detailed description for the transaction. Travel-related transactions must include an item description and the date, purpose, and location of travel (see NBC IM No. BC-2003-053, Charge Card Standard Operating Procedures, dated September 18, 2003, for alternative ways of documenting travel items).
- Receipts must be attached to the statement in the order in which they appear on the statement. If receipts are smaller than 8 ½ by 11 inches, they must be taped or stapled to an 8 ½-by-11-inch sheet of paper. It is recommended that you use waste-not paper for this purpose. If travel-related receipts are filed with the associated travel voucher, the statement must be annotated to indicate this.
- The cardholder and Approving Official must sign each statement (and provide cost codes for transactions if necessary); the cardholder must then forward or hand-carry the statement to our A/OPC. ***Please be aware that charge card statements contain sensitive information (e.g., cardholder's name and address, account number, etc.) and therefore should be sent in a blue envelope or hand carried to our A/OPC. Never leave loose statements in our A/OPC's work area.***
- If a statement is not properly documented, our A/OPC will return the statement to the supervisor with a sheet noting the item(s) that need to be corrected. Corrected statements must be returned to our A/OPC within five business days.
- Properly documented and approved statements will be filed in a locked cabinet by our A/OPC.
- If the cardholder or supervisor needs access to one or more monthly statements, please contact our A/OPC.

Timeframe: All Bank of America charge card statements for FYs 2001, 2002, and 2003 and the first two months of FY 2004 must be provided to our A/OPC by December 15, 2003.

Budget Impact: No budget impacts are anticipated.

Background: Bureau of Land Management Manual Section 1512 – Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms, currently requires all charge card statements to be stored and properly secured in the cardholder’s office for three years in accordance with the local operations plan. The manual also includes specific instructions for documenting all purchases, as well as the cardholder’s reconciliation of the statement and the Approving Official’s review.

Currently all NBC cardholders are being allowed to maintain their own records. Recent reviews by our A/OPC have identified numerous instances of inadequate documentation of transactions, lack of Approving Official reviews, and charge card statements not being maintained for the required three years.

The procedures contained in this IM are being implemented to ensure that NBC employee charge card records are being documented and retained in accordance with existing policy.

Manual/Handbook Sections Affected: BLM Manual Section 1512 is affected by this IM.

Coordination: This IM was coordinated with the National Human Resources Management Center and local union officials.

Contact: If you have any questions regarding this IM, please call Toni Klasner, Denver National Centers A/OPC, at 303-236-6102.

Signed by:
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